

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
July 14, 2015

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Jim Schultz, John McKenzie and Cynthia Crouse.

Absent: Augie Tietz

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Division Manager Sue Torum; Economic Support Manager Jill Johnson, Office Manager Donna Hollinger; and County Administrator Ben Wehmeier

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Tietz absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE JULY 14, 2015 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE JUNE 9, 2015 BOARD MINUTES

Mr. Jones made a motion to approve the June 9, 2015 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF MAY, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the May 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$269,118. She presented the summary sheet and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget. She also presented reports showing Commitment/Inpatient, Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE JUNE, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of the June 2015 vouchers totaling \$640,719.57 (attached).

Mr. Kutz made a motion to approve the June 2015 vouchers totaling \$640,719.57.

Ms. Crouse seconded.

Motion passed unanimously.

10. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- We purchased a “Social Skills” curriculum for children ages 6 – 10 that parallels the IY curriculum to help skills like anger management and problem solving. These lessons are taught in a variety of ways including videos and role plays via puppets. All kids in the Wraparound program will have these coping mechanisms included in their crisis plans at schools.
- We are working on a NIATx project about vehicle usage and how to decrease employee vehicle mileage.
- We had ten children find permanency in June and 76 children are on the waiver program.
- We use the Alternative Response with families whenever possible and allowable per policy. Last month we had a Regional Alternative Response meeting and learned that we are screening in cases via AR at a 76% rate, which is the highest in the state. Many counties are calling us for advice as they implement AR.
- Our 2015 Key Outcome Indicators, which are mostly based on State and Federal indicators, require that we are at 100%. We are meeting or exceeding them all.

Behavioral Health:

Ms. Cauley reported on the following items:

- We have had 56 emergency detentions through June, and last year we had 75. The diversion rate was 67%. We have had meetings to discuss better outcomes for children with mental health issues. We will be working in the middle schools for a wellness plan for kids.
- We are on track in each area for our 2015 Key Outcome Indicators.
- The state hired a director for the SAMHSA YES project.

Administration:

Ms. Daniel reported on the following items:

- We are in compliance with all of our 2015 Key Outcome Indicators.
- We are working on the 2016 budget.
- The 2014 audit went well.
- We continue to attend ECHO training and are building reports for billing.
- We received a letter from the state regarding the Uniform Fee schedule however there are many questions. We are reviewing our billing history and in some areas are waiting to send individuals to collections until we get more clarification from the state.

Economic Support:

Ms. Johnson reported on the following items:

- The state has a new initiative called “On Demand Interview” which means that when someone calls in, the interview has to be done immediately. We will have to shift our staff to accomplish this.
- Tomorrow we are going to Rock County because DHS is conducting an Income Maintenance Operational Analysis of the consortiums. They will review the organizational structure, staffing, call center, performance, partners, customer service, financial and management of each consortium.
- Thursday we are going to Milwaukee to tour their Human Services.
- There has been a change regarding healthcare for incarcerated individuals and we can process their applications prior to their release now.
- Ready Kids for School Program is scheduled for August 8 where eligible kids can pick out their own school supplies. Each backpack and supplies is valued at about \$24 and everything has been donated.
- Our 2015 **Key Outcome Indicators** are as follows:
 - We have 30 days to get 95% of all applications processed. In June we were at 98.76%.
 - The Consortium Call Center must answer calls timely within 95% of the time. In June, we answered 12,255 calls at a rate of 98.76%

ADRC:

Ms. Torum reported on the following items:

- The Department of Health Services will fund the Dementia Care Specialist position from 1/1-6/30/16. The state budget left a six-month funding void that would have resulted in a 6-month layoff if they hadn't.
- The ADRC experienced one of its busiest months ever with 698 contacts in June. The Farmer's Market Voucher Program begins in June and that accounts for much of the increase.
- The Adult Protective Services Unit incurs significant mileage expense because there are generally not enough agency vehicles to meet the need. APS staff complete 180+ WATTS reviews annually and people live all over the state. A NIATx project will be completed to see if case reassignments would have a financial impact on incurred expenses and the cost of process servers will also be looked into.
- The Nutrition Program surveys are coming back and they are concerning from a food insecurity standpoint. When all of the results are in, the numbers will be tallied and a full report will be made to the board. This issue is one of the Division's Key Outcome Indicators and will be the overarching concern for the nutrition program as the 2016-2018 plan is being developed. People who are assessed to need a second meal from the program should get it based on nutrition risk scores. This does not happen now, but is the right thing to do. The increase costs can be managed without a significant impact on the budget.

11. UPDATE ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts listed on the 2015 Provider Contracts sheet. (attached)

Mr. Jones made a motion to approve the contracts as listed.

Mr. Schultz seconded.

Motion passed unanimously.

12. REVIEW AND POSSIBLY APPROVE THE USE OF IMPACT SERVICES IN CASE OF A NATURAL DISASTER

Ms. Cauley reported that Impact Services is our 211 provider for Jefferson and neighboring counties. We would like to enter into a Memorandum of Understanding (attached) with them in case of a natural disaster. This company has contracts across the nation and has the capability to organize people quickly. Payment would be made with funds received from the State Department of Health Services in times of emergency.

Mr. Jones made a motion to enter into a Memorandum of Understanding with Impact Services.

Ms. Crouse seconded.

Motion passed unanimously.

13. UPDATE ON MARSH COUNTRY HEALTH CARE ALLIANCE

Ms. Cauley reported that they had a meeting with Marsh Country Health Care Alliance due to billing issues. The issues have been rectified. We are also happy to announce that there is no cost for next year which will be a savings of about \$45,000.

14. REVIEW AND POSSIBLY APPROVE FUNDING REQUESTS FROM PUBLIC HEARING

- a) Watertown Area Cares Clinic - \$10,000
- b) People Against Domestic and Sexual Abuse - \$60,000
- c) Community Dental Clinic - \$7,500

Mr. Mode made a motion to include the request from PADA for \$60,000 into our 2016 budget.

Mr. McKenzie seconded.

Motion passed unanimously.

Mr. Mode made a motion to have the requests from Watertown Area Cares Clinic for \$10,000 and the Community Dental Clinic for \$7,500 sent to the County Board for possible inclusion in their budget.

Mr. Schultz seconded.

Motion passed unanimously.

15. UPDATE ON STATE BUDGET RAMIFICATIONS AND COUNTY BUDGET PREPARATIONS

Ms. Cauley discussed the issues from the state budget that impact Human Services. She said that our budget will be tight and there are also unknowns with some of the state budget changes.

16. REVIEW AND APPROVE NUTRITION CATERING BIDS

Ms. Cauley reported that we only received one nutrition catering bid (attached) which was from our current caterer, Feil's Catering.

Mr. McKenzie made a motion to approve Feil's Catering.

Mr. Schultz seconded.

Motion passed unanimously.

17. DISCUSS AND POSSIBLY APPROVE SUPPORTIVE HOUSING OPPORTUNITY (county-owned house)

Ms. Cauley reported that due to the cost of bringing the home up to code, this is no longer a viable option. No action was required.

18. DIRECTOR'S REPORT:

Ms. Cauley reported on the following items:

- a) We continue to have teams work on a quality improvement projects. This has led to better services, efficiencies and savings.
- b) We have had about seven Mental Health Professionals leave the agency in the last year for higher paying jobs. Mental Health Professionals have to be licensed at the highest level in order for us to bill insurance. Human Resources is doing a market wage study and will report back to us.
- c) The creation of a bike trail behind Human Services is moving forward. The Parks Department received some donations to help cover the cost. They entered into an agreement with the International Mountain Bike Association to lead this project.

19. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- WCHSA will be continuing discussions with DHS about the confusion regarding the Uniform Fee Schedule.
- Executive Director Lisa Hassenstab will be visiting us on Monday to learn more about our Department.

20. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, August 11 at 8:30 a.m.

Agenda items will include information about the budget.

21. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:24 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, August 11, 2015 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549